

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

86-30

1 of 3

DEPARTMENT ADMINISTRATION		DIVISION PURCHASING		SECTION SURPLUS PROPERTY		PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/>	
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS				
1.	CORRESPONDENCE AND GENERAL DOCUMENTATION	1 year + current	Authorization granted PROVIDED that: 1. Operating documentation contains no administrative, legal, fiscal, historical, informational or statistical value. 2. Operating documentation shall be retained until legal and fiscal responsibility and administrative necessity discharged.				
2.	VOUCHERS (DUPLICATE COPY)	1 year + current					
3.	BUDGET EXPENDITURE REPORT (DUPLICATE COPY)	1 year + current					
4.	LEASE AGREEMENT	Duration of lease as determined by any terms limiting action thereunder + 6 years after cause accrues.					
5.	BILLING LEDGERS	6 years + current					
6.	GASOLINE LOG	2 years + current					
7.	MONTHLY REPORT OF MILES DRIVEN	1 year + current					
NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.							

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

STATE ARCHIVIST'S SIGNATURE <i>Bernice E. Whinn</i>	DATE 7/29/85	RECORDS LIAISON OFFICER'S SIGNATURE <i>W. T. Rink</i>	DATE 11/1/85
ATTORNEY GENERAL'S SIGNATURE <i>Bruce Woodward</i> <i>by Cheryl J. Hanson</i>	DATE 8/27/85	STATE AUDITOR'S SIGNATURE <i>[Signature]</i>	DATE 9/17/85

DIVISION OF STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.
86-30

3 of 3

DEPARTMENT ADMINISTRATION		DIVISION PURCHASING		SECTION SURPLUS PROPERTY		PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>	
ITEM NO.	DESCRIPTION		RETENTION PERIOD		SPECIAL INSTRUCTIONS		
8.	STOCK ISSUE CARDS		3 years + current				
9.	STOCK ISSUE SHEETS		3 years + current				
10.	PROPERTY RECEIPT LISTINGS		3 years + current				
<p>NO RECORD SHALL BE DESTROYED UNDER THIS SCHEDULE AUTHORITY SO LONG AS IT PERTAINS TO ANY PENDING LEGAL CASE, CLAIM, ACTION OR AUDIT.</p>							

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

STATE ARCHIVIST'S SIGNATURE <i>Donna Woodard</i>	DATE <i>7/27/85</i>	RECORDS LIAISON OFFICER'S SIGNATURE <i>[Signature]</i>	DATE <i>7/27/85</i>
ATTORNEY GENERAL'S SIGNATURE <i>[Signature]</i>	DATE <i>8/27/85</i>	STATE AUDITOR'S SIGNATURE <i>[Signature]</i>	DATE <i>9/13/85</i>

RECORDS 11 27 85

86-30

1 of 3

Contact the State Archivist for authority to microfilm the above records.

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

STATE ARCHIVIST'S SIGNATURE	DATE	RECORDS LIAISON OFFICER'S SIGNATURE	DATE
<i>George E. Warner</i>	7/29/85	<i>W. E. T. A. U.</i>	7/29/85
ATTORNEY GENERAL'S SIGNATURE	DATE	STATE AUDITOR'S SIGNATURE	DATE
<i>Ernie Woodard</i>	8/27/85	<i>W. E. T. A. U.</i>	9/13/85